

# POST-ASSIMILATION REQUIREMENTS AND INSTRUCTIONS

## 1. INDIVIDUAL DEVELOPMENT PLAN (IDP):

New acquisition and technology workforce (A&TWF) members are required to establish an IDP no later than **December 31, 2002**. The IDP is not complete until approved by the supervisor. The IDP is a required document for all workforce members. It is a 5-year plan, agreed to by the workforce member and his/her supervisor, to meet career goals through education, training, and experience. The IDP and instructions are on the ASC homepage, <http://asc.rdaisa.army.mil>; click on "Career Management Division" and then on IDP/CL. Priority should be given to becoming certified in the career field and at the level required by the position within **36 months of assimilation** into the A&TWF. (Note: TACOM-Warren and Rock Island and STRICOM users will access the IDP through the Total Employee Development (TED) system.)

## 2. ACQUISITION CAREER RECORD BRIEF (ACRB):

Newly identified A&TWF members are required to update their ACRB by **January 31, 2003**. The ACRB is the official record of the workforce member's education, training, work experience, awards, acquisition status, and current position information. Using the approved civilian APL to identify newly assessed members, the ASC Information Management (IM) Team has automatically generated an initial ACRB in the CAPPMS database. Follow the instructions below to update your initial ACRB:

- Go to <http://asc.rdaisa.army.mil> and click on the Career Management Division and then click on ACRB. Print a copy of the initial ACRB created by the IM Team. Complete the ACRB, as follows:
  - Complete Sections II, IV, V, VI, VII, VIII, IX (A transcript is required for "Acquisition Corps Qualification – Credit Hours" under Section VII.)
  - Section I and III will be updated automatically with data from DCPDS. (DCPDS will also update the first line of Section IX.)
  - Sign the ACRB and fax to your Acquisition Career Manager.

**CONTACT INFORMATION FOR YOUR ACQUISITION CAREER MANAGERS (ACM):** Contact information for ACMs may be found on the ASC Homepage. Click on the "Organization/POC" button. GS-13 and equivalent broadband and below workforce members are supported by regional ACMs under the "Regional Directors/Acquisition Career Manager" button. GS-14 and equivalent broadband

and above workforce members and GS-13 AC members are supported by a civilian ACM in the Acquisition Career Management Branch (AMB), PERSCOM. These individuals will be able to assist you and answer questions on the IDP, ACRB, waiver and with career planning needs.

**NOTE:** An ACRB and an approved IDP are required for application to attend Defense Acquisition University training or for board-select acquisition funded education, training, and experience opportunities. Therefore, it is imperative that these documents be prepared as quickly as possible.

### **3. CAP WAIVERS:**

The Defense Acquisition Workforce Improvement Act requires a waiver for occupants of critical acquisition positions (CAP) who do not meet the statutory requirements for AC membership. Commands/organizations are required to take the following steps to ensure a waiver is submitted for all occupants of CAPs who are not qualified for AC membership. Statutory requirements can be found on the ASC homepage. Click on "Policy & Procedures" and then on the "AAC membership requirements" button.

Using the ACRBs updated by newly identified workforce members and stored in CAPPMIS, the ASC IM Team will generate a list of CAP occupants who do not meet AC statutory requirements. This list will be submitted to the acquisition organization/command POC by **February 28, 2003**.

Upon receipt of the list of occupants of CAPs who require a waiver, commands/organizations are required to complete a waiver form (Department of Defense Acquisition Corps – Waiver Request/DD Form 2588, July 1998), in accordance with the following instructions (see SAMPLE):

- Complete Blocks 1 through 10 as shown on sample.
- Check Items under Block(s) 11 to indicate requirements lacking
- Check items under Block(s) 12 that are appropriate to the individual waived
- Cut and paste the Block 13 narrative to each DD Form 2588 issued
- Complete Blocks 14 and 15 as indicated on the sample

A BLANK DD FORM 2588 MAY BE FOUND ON THE DACM HOMEPAGE UNDER THE "FORMS" BUTTON.

Consolidate waivers and submit to the appropriate Acquisition Customer Support Office listed below. The suspense for submission of waivers is **April 30, 2002**.

## **ACQUISITION REGIONAL CUSTOMER SUPPORT OFFICES (CSO):**

NATIONAL CAPITAL REGION CUSTOMER SUPPORT OFFICE:  
SC, NC, VA, WV, DE, PR, AK, HI, USAREUR, 8<sup>th</sup> Army, Japan, and MD

National Capital Region Customer Support Office  
ATTN: SFAE-AC-NCR (Chris Rimestad)  
9900 Belvoir Road  
Fort Belvoir, VA 22060-5567

IL, WI, MN, MO, KS, NE, SD, IQ, and ND:

Acquisition Customer Support Office  
ATTN: SFAE-AC-RI (Lauri Jackson)  
Rock Island Arsenal  
Rock Island, IL 61299-7450

## **NORTHEAST REGION CUSTOMER SUPPORT OFFICE**

ME, RI, NH, MA, PA, NY, CT and NJ:

Acquisition Career Management Office  
ATTN: SFAE-AC-CEC (Ellen Elgart)  
Building 1208 E, Room G-35, Rittko Ave.  
Fort Monmouth, NJ 07703-5008

## **SOUTHERN/WESTERN REGION CUSTOMER SUPPORT OFFICE**

AL, MS, TN, LA, AR, FL, GA, OK, NM, AZ, CO, WY, MT, UT, ID, NV, CA,  
TX, WA:

Acquisition Career Management Office  
ATTN: SFAE-AC-RED-S (Jeanne Berry)  
Room 1E1200  
SMDC Building, 106 Wynn Drive  
Huntsville, AL 35806

The regional ACM waiver POC will review waivers, consolidate by command/organization, and provide to the ASC for submission to the DACM for approval. The regions will maintain a list of those individuals requiring waivers and the date waivers are approved.

## **4. UPDATE POSITION DESCRIPTIONS(PD)/POSITION REQUIREMENTS DOCUMENT (PDR):**

Organizations must take action to update the PDs/PDRs on newly identified acquisition positions, as follows:

Critical Acquisition Positions: “This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 United States Code 1732 – 1737):

- Selectee must be an Acquisition Corps (AC) member at the time of permanent selection for the position or have been granted a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.”

Non-Critical Acquisition Position: “The employee must meet DoD 5000.52-M requirement applicable to the duties of the position.”

## **5. RECAP OF SUSPENSE DATES:**

**December 31, 2002**: IDPs established and approved by supervisor

**January 31, 2003**: ACRBs updated

**February 28, 2003**: Issue list of CAP occupants who require a waiver

**April 30, 2002**: CAP waivers submitted to acquisition regional CSOs.